

BUS OPERATOR

NATURE OF WORK

This is skilled work in the operation of a City-owned bus.

Work involves responsibility for the safe and careful operation of a bus, collecting fares and overseeing the safety of passengers. An employee of this class operates a bus following a designated schedule and route, and is responsible for reporting needed maintenance and repair work on the bus and for making daily reports on distance traveled, passengers carried and fares collected. Work is reviewed through the safe and satisfactory operation of the vehicle.

EXAMPLES OF WORK PERFORMED

Drives City-owned buses on a number of assigned or special routes, picking up and discharging passengers at designated locations according to schedule.

Collects fares, transfers or tickets from passengers.

Makes daily reports of distance traveled, passengers carried and fares collected as well as reporting any unusual happenings.

Checks lights, brakes, steering, radiator and wheelchair lift before leaving garage; checks interior of bus for cleanliness.

Reports necessary repairs and maintenance work required on bus; reports all accidents involving bus or passengers to Bus Operations Superintendent and Police Department.

Complies with all laws and regulations concerning vehicle operation including safety precautions and posted speed limits.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the regulations pertaining to the operation of buses.

Knowledge of the City street system.

Knowledge of driving courtesy and safety.

Some knowledge of the principles of bus operation.

Ability to deal tactfully and courteously with the general public.

Ability to understand and carry out oral and written instructions.

Skill in the operation of City-owned buses.

DESIRABLE TRAINING AND EXPERIENCE

Some experience in driving a bus or related vehicle.

MINIMUM QUALIFICATIONS

Candidates must be at least eighteen (18) years of age and must meet such driving record and physical requirements as established by the City.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties. Valid Commercial Driver's License (CDL) with passenger endorsement required within 30 days of appointment.

Approved by: _____
Department Head

Personnel Director

11/94
Revised 10/97

PS5625